

**Kansas Department of  
Health and Environment**



**2015 Biennial Hazardous  
Waste Report**

**Instructions and  
General Information**

## **OVERVIEW OF THE 2015 BIENNIAL HAZARDOUS WASTE REPORT**

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### **Introduction**

The instructions and forms for the 2015 Biennial Hazardous Waste Report are prepared by the U.S. Environmental Protection Agency (EPA) and modified by the Kansas Department of Health and Environment (KDHE) for generators and for treatment, storage, and disposal facilities (TSDFs) to report their hazardous waste activities for 2015.

### **Authority**

The authority for the 2015 Biennial Hazardous Waste Report is contained in Sections 3002 and 3004 of the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to the EPA or the authorized States, at least every two years, the quantities, nature, and disposition of generated hazardous waste. Under the authority of Section 3004, the EPA requires reporting by TSDFs for the wastes they receive. Kansas is an authorized State.

This document contains the following sections:

- Purpose of the 2015 Biennial Hazardous Waste Report
- Who Must File the 2015 Biennial Hazardous Waste Report
- Changes in the 2015 Biennial Hazardous Waste Report
- Which Forms to Submit and What to Report
- Filling Out the Forms
- When and Where to Send Your Completed Report

Instructions for filling out the forms (including the forms) and additional resources are available online at: [www.kdheks.gov/waste](http://www.kdheks.gov/waste).

## **PURPOSE OF THE 2015 BIENNIAL HAZARDOUS WASTE REPORT**

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The U.S. Environmental Protection Agency's (EPA) mission to protect human health and the environment includes the responsibility to effectively manage, with the States, the nation's hazardous waste. As part of this task, the EPA and the States collect and maintain information about the generation, management, and final disposition of the nation's hazardous waste regulated by the Resource Conservation and Recovery Act (RCRA).

KDHE prepared these instructions for hazardous waste generators and for facilities that treat, store, or dispose hazardous waste to report their hazardous waste activities for calendar year 2015. The information collected will:

- Provide the EPA and the States with an understanding of hazardous waste generation and management in the United States.
- Help the EPA measure the quality of the environment, such as monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry.
- Be summarized and communicated to the public, primarily through publication of the 2015 National Biennial RCRA Hazardous Waste Report.

The data you provide will be entered into a computer database by KDHE. After review to ensure the quality of the data, EPA will create a national database for this information. Your efforts in carefully filling out all the report forms are appreciated.

### **IMPORTANT**

Before completing the 2015 Biennial Hazardous Waste Report forms, please carefully read all instructions. Instructions for each part of the report and other related information can be found at: [www.kdheks.gov/waste](http://www.kdheks.gov/waste).

## **WHO MUST FILE THE 2015 BIENNIAL HAZARDOUS WASTE REPORT?**

### **Sites Required to File the Biennial Hazardous Waste Report**

You are required by Federal statute (mandatory reporting) to complete and file the 2015 Biennial Hazardous Waste Report, if your site:

- Met the definition (see box below) of a Large Quantity Generator for any single calendar month during 2015; **AND/OR**
- Treated, stored, or disposed of RCRA hazardous wastes on site during 2015.

### **DEFINITION OF A LARGE QUANTITY GENERATOR WHO MUST REPORT FOR CALENDAR YEAR 2015**

A site is a Large Quantity Generator (LQG) for 2015 if the site meets **either** (or both) of the following criteria:

- Generated 1,000 kilograms (2,200 pounds) or more of hazardous waste in any single calendar month; **or**
- Generated or accumulated acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities equal to or greater than the generation limits listed in 40 CFR 261.5(e).

NOTE: You will report your **current** Hazardous Waste Generator status as of the date of submitting your 2015 Biennial Hazardous Waste Report on the Site Identification Verification Form under “Type of Regulated Activity” in Item IX.A. (or in Item 10.A. of the Notification of Regulated Waste Activity form). Your status may have changed since 2015. Please indicate the date your status changed.

NOTE: Hazardous waste imported from a foreign country in 2015 must be counted in determining your generator status if your site is the U.S. Importer. This waste must be reported on the Waste Generation and Management Form (GM Form) or the Waste Received from Off Site Form (WR Form) in your 2015 Biennial Hazardous Waste Report.

If you are required to report, see the “Which Forms to Submit and What to Report” section on page 4 to determine which forms you must submit.

### **Sites that Should Not File the Biennial Hazardous Waste Report**

**Do not** file the 2015 Biennial Hazardous Waste Report if, during 2015, your site was not a LQG (your site did not meet any of the LQG criteria in the box above) **AND** did not treat, store, or dispose of RCRA hazardous wastes on site.

**If you are not required to report, you should notify KDHE if your hazardous waste generator status has changed; please update the Hazardous Waste Site Identification Verification Form and submit it to KDHE.** See instructions on filling out the Site

Identification Verification Form. Please report your **current** Hazardous Waste Generator status on the Site Identification Verification Form under “Type of Regulated Activity” in Item IX.A. (or in Item 10.A. of the Notification of Regulated Waste Activity form). Also provide the date your generator status changed, if applicable.

**Do not** file the 2015 Biennial Hazardous Waste Report if, during 2015, **all** of your hazardous waste was exported directly out of the United States to a foreign country. Facilities that export hazardous waste must file a separate Annual Report as required under 40 CFR 262.56.

### **CHANGES IN THE 2015 BIENNIAL HAZARDOUS WASTE REPORT**

No substantive changes occurred in the reporting requirements since the previous biennial report.

### **WHICH FORMS TO SUBMIT AND WHAT TO REPORT**

The 2015 Biennial Hazardous Waste Report contains the following components:

- Site Identification Verification Form
- Monitoring Fee (MF) Form (unless your facility is a TSDF but not an LQG)
- LQG monitoring fee payment
- Copies of all manifests for 2015
- Spreadsheet that summarizes the 2015 manifests
- Waste Generation and Management (GM) Form(s)
- Waste Received from Off Site (WR) Form(s), if applicable

#### **Site Identification Verification Form**

Each site required to file the 2015 Biennial Hazardous Waste Report must submit an updated and certified Site Identification Verification Form (or a Notification of Regulated Waste Activity Form) as a component of the Report.

- You will report your **current** hazardous waste generator status as of the date of submitting your 2015 Biennial Hazardous Waste Report. Your status may have changed since 2015. If your generator status has changed, provide the date of the change in Item IX.A., Date activity began (mm/dd/yyyy).

- Instructions for updating the Site Identification Verification Form (or the Notification of Regulated Waste Activity form are available at: [www.kdheks.gov/waste](http://www.kdheks.gov/waste).

### **MF Form – LQG Monitoring Fee Invoice**

Each site that was an LQG in 2015 must complete the MF Form. Instructions are provided on the form. Be sure to include the fee payment with your report. The check or money order should be made payable to the “**Hazardous Waste Management Fund-KDHE.**”

### **Manifests**

Each site required to file the 2015 Biennial Hazardous Waste Report must submit legible copies of all hazardous waste shipping manifests for 2015.

### **Spreadsheet**

Each site required to file the 2015 Biennial Hazardous Waste Report must submit a spreadsheet (e.g. in Excel) that summarizes the manifests, with all waste reported in pounds.

### **GM Form (Waste Generation and Management Form)**

A site required to file the 2015 Biennial Hazardous Waste Report must submit GM Form(s) for all hazardous waste that was used to determine the site’s generator status. Hazardous waste must be reported if it was:

- Generated and accumulated on site and subsequently managed on site or shipped off site in 2015; or
- Generated and accumulated on site in 2015 but not managed on site or shipped off site until after 2015; or
- Generated and accumulated on site prior to 2015 but either managed on site or shipped off site in 2015; or
- Imported from a foreign country in 2015.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on site from a production process, service activity, or routine cleanup;
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;
- Shipped off site, including hazardous waste that was received from off site (reported on the Waste Received from Off Site Form (WR Form)) and subsequently shipped off site without being treated or recycled on site;
- Removed from on-site storage for treating, recycling, or disposing on site or shipped off site.
- Derived from the management of non-hazardous waste; or
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).

**DO NOT** submit the GM Form for any hazardous waste shipped directly to a foreign country. Facilities that export hazardous waste must file a separate Annual Report as required under 40 CFR 262.56. This Annual Report will be in addition to the 2015 Biennial Hazardous Waste Report.

### **WR Form (Waste Received from Off Site Form)**

Each site required to file the 2015 Biennial Hazardous Waste Report must submit WR Form(s) if, during 2015, it received RCRA hazardous waste from off site and managed the waste on site (including subsequent transfer off-site).

## **FILLING OUT THE FORMS**

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### **Copies of the 2015 Biennial Hazardous Waste Report Instructions and Forms**

Copies of the instructions and forms are available online at:

[www.kdheks.gov/waste](http://www.kdheks.gov/waste)

The instructions and additional resources include:

- General Information and Instructions
- GM Form and Instructions
- WR Form and Instructions
- MF Form
- “Definitions” document that contains key terms and
- “Other Reference Information and Code Lists” document that contains:
  - A list of excluded wastes
  - Special instructions for certain types of wastes (e.g., lab packs)
  - EPA hazardous waste code list
  - Source code list
  - Form code list
  - Management method code list
  - Waste minimization code list

### **Electronic Reporting**

KDHE encourages electronic reporting of the 2015 Biennial Hazardous Waste Report.

Instructions on how to file electronically are available on the Internet at:

[www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)

**NOTE:** The updated Site Identification Verification Form and MF Form must be completed and submitted in paper format.

### **Documents Helpful in Filling Out the Forms**

To prepare the 2015 Biennial Hazardous Waste Report, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received in 2015. Some records that may be helpful are:

- Hazardous waste manifest forms;
- Hazardous Waste Report forms submitted in previous years;


- Records of quantities of hazardous waste generated or accumulated on site;
- Results of laboratory analyses of your wastes;
- Contracts or agreements with off-site facilities managing your wastes; and
- Copies of permits for on-site waste management systems.

## Code Lists

### List

**LIST** This symbol denotes references to relevant code lists. Please use **only** the codes included in the instructions or in the lists of codes provided. Please minimize the use of “Other” and “Unknown” codes. If you do use an “Other” or “Unknown” code, please provide an explanation in the Comments section of the form.

### Skip Instructions

 This symbol denotes directions to skip to the next appropriate section or box to be completed, given certain responses to some questions.

### Explanations

**NOTE** This symbol denotes explanatory text or definitions of terms used in the instructions.

### Alphanumeric Fields

Valid characters for alphanumeric fields are limited to:

` ~ ! @ # \$ % ^ & \* ( ) \_ - + = { } [ ] | \ : ; ' " , . ? / 1 2 3 4 5 6 7 8 9 0

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Invalid characters for alphanumeric fields include: < >

If the “<” or “>” symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with “LT” or “GT.”

### Right Justification of Quantities

Right justify all quantities reported on the forms.

For example, enter a quantity of 12,000 tons on the form as: |\_|\_|\_|\_|1|2|0|0|0| . |0|

Enter a quantity of 29,599.5 tons as: |\_|\_|\_|\_|2|9|5|9|9| . |5|

### Comments Section of Forms

Use the Comments section at the bottom of the forms to clarify or continue any entry. For each comment, reference the section number and item letter of the entry that is being continued. For example, if a hazardous waste generated on site has seven EPA hazardous waste codes, enter the first six in Section 1, Item B of the GM Form. Enter the seventh waste code in the Comments section and cross-reference Section 1, Item B. For example, you would write: “Sec. 1, Box B, continued: D007.”

### **Page Numbering of Forms**

When you have filled out all the appropriate forms in your 2015 Biennial Hazardous Waste Report submission, number the pages (each piece of paper is a page) consecutively throughout your submission. **Do not** number each set of forms separately, but rather number each page sequentially. The individual page number and the total number of pages in your submission should appear at the bottom of each page (e.g., Page 1 of 7, Page 2 of 7).

If it is necessary to continue information from one form onto another page, make additional copies of the form and number the additional pages with the same page number as the first page, followed by a letter (e.g., page 27, page 27a; page 28, page 28a, 28b). When continuing information on a supplemental page, enter only the information that is being continued.

### **Photocopies of Forms**

A single copy of each form is provided. Photocopy as many forms as you need to complete your 2015 Biennial Hazardous Waste Report. Make copies **after** you have written your site name and EPA identification number in the top left-hand corner of the form, but **before** you begin filling out the form.

After you have finished filling out the forms, photocopy the entire 2015 Biennial Hazardous Waste Report and keep a copy for a period of at least three years from the due date of the report as required by 40 CFR 262.40(b).

### **Confidential Business Information**

You may not withhold information from the Secretary of KDHE because it is confidential as a trade secret (K.S.A. 60-3320 and 65-3447). If you chose to assert a claim of confidential information, your facility must demonstrate to the Secretary of KDHE that: (1) facility personnel take specific steps to preserve the confidentiality of the information, and (2) if released, the information would result in an economic advantage to your competitors. Unless KDHE receives a satisfactory showing of “trade secret” or another basis for confidentiality, the submitted information will be a public record and open for public disclosure under the Kansas Open Records laws.

## **WHEN AND WHERE TO SEND YOUR COMPLETED REPORT**

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The 2015 Biennial Hazardous Waste Report is due to KDHE by **March 1, 2016**. Return your completed report to:

**Stacey Smith  
KDHE-BWM  
1000 SW Jackson St Ste 320  
Topeka KS 66612-1366**

**IF YOU NEED ASSISTANCE**

If you have questions regarding the 2015 Biennial Hazardous Waste Report after reading the instructions, please contact Steff Fackrell by phone at 785-296-1606 or by email at [notifications@kdheks.gov](mailto:notifications@kdheks.gov).